

7 December 1960

MEMORANDUM FOR THE RECORD

SUBJECT: Shelf File Installation, IO Division

1. On 23 November, [] SSA/DDS advised me that he will now be the Space Coordinator for DDP with the Building Planning Staff. In a recent meeting with representatives of the Building Planning Staff, the use of Shelf Filing was proposed as one solution to the space problem in the new building. [] intends to discuss the problems of shelf file installation with other divisions and staffs in DDP. He will advise them to contact the Records Management Staff directly on any of their possible uses of this system.

2. On 30 November, [] IO Division asked me to pursue with him the use of Shelf Filing. On 6 December, I reviewed the space assigned to the IO Division in the new building and found that a vault approximately 10' x 30' will be available. I suggested that [] begin to make some preliminary plans on the possible use of this vault area. To begin, he should know:

- a. present volume of records
- b. rate of growth of records
- c. rate of disposition of records
- d. position of lights in the Vault and
- e. how the various kinds of materials will be filed, viz, numerical, alphabetical

3. On 7 December, I sent [] some preliminary information illustrating one kind of shelf filing equipment (See attached copy of memorandum).

Attachment

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT